



**DEPARTMENT OF VETERANS AFFAIRS**  
**DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT**  
**WASHINGTON DC 20420**

IL-049-07- 04  
December 5, 2006

**OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER**

**TO:** Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliaries, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Acquisition and Logistics Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

**SUBJECT:** Green Purchasing Program Management Reviews

1. This Information Letter (IL) provides guidance on conducting management reviews of Department of Veterans Affairs (VA) acquisitions for compliance with federal green purchasing requirements. It is recommended that this IL and its attachments be brought to the attention of the Heads of Contracting Activities, all VA Contracting Officers, all Network Clinical Logistics Officers, and all GEMS (Green Environmental Management Systems) Coordinators.

2. Section 6002 of the Resource Conservation and Recovery Act (RCRA); Section 9002 of the Farm Security and Rural Investment Act (FSRIA); and Executive Order (EO) 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, require VA to establish an Affirmative Procurement Program (APP) for the purchase of green products and services including those with recycled content, biobased content, and other environmentally-preferable attributes and report annually on such purchases. VA's APP is found in VA Directive and Handbook 0052, Affirmative Procurement, Recycling, and Waste/Pollution Prevention Programs.

3. The annual RCRA/FSRIA/EO 13101 report contains a section on management controls, including questions relating to an agency's APP (also referred to as green purchasing) policy and program management reviews. The program reviews refer to an agency's self-assessment of its acquisitions for APP compliance during the reporting period. The report calls for a description of the findings, changes, and corrective or other actions taken as a result of the self-assessment.

4. In January 2006, the Office of Management and Budget issued an Environmental Stewardship Scorecard that rates agencies on performance in five critical areas, including green purchasing. An annual self-assessment of a representative sample of applicable acquisitions is required to meet the standards set forth in this new scorecard.

5. In order to ensure that VA acquisitions comply with green purchasing requirements, the heads of contracting activities should establish a protocol, procedure, or other similar management review program, including plans for corrective action.<sup>1</sup> The representative sample should cover the range of purchases in which green products could be supplied or used, e.g., construction, janitorial services, fleet management, or office products.
6. An initial consolidated report of compliance assessments from VA administrations and staff offices will be submitted to the Associate Deputy Assistant Secretary for Program Management and Operations (049M) by December 22, 2006. The initial report should, at a minimum, indicate whether any VA acquisitions were reviewed for compliance with green purchasing requirements, e.g., recycled content, biobased content, Energy Star® or energy- or water-efficient products, the number and types of acquisitions reviewed; findings; and if any corrective actions were taken for new acquisitions awarded from July 1 – December 1, 2006.
7. Beginning with calendar year 2007, a minimum of 10 percent of representative acquisitions should be reviewed annually. It is suggested that reviews be conducted quarterly over the course of the year. Consolidated self-assessment reports should be provided by December 1 of each year to the Associate Deputy Assistant Secretary for Program Management and Operations (049M). Veterans Health Administration reports should be submitted through the Assistant Deputy Under Secretary for Health for Operations and Management (10N).
8. The following tools may be used or adapted for use by VA facilities and organizations in developing their Green Purchasing Program Management Reviews:
  - a. Sample Green Purchasing Program Management Review Questionnaire (Attachment A). Also available electronically on the Internet at: [http://www1.va.gov/oamm/recycle/ea\\_GreenPurchasing.cfm](http://www1.va.gov/oamm/recycle/ea_GreenPurchasing.cfm) and on the Intranet at [http://vaww1.va.gov/oamm/recycle/ea\\_GreenPurchasing.cfm](http://vaww1.va.gov/oamm/recycle/ea_GreenPurchasing.cfm).
  - b. Green Purchasing Tracking and Monitoring Tool (Attachment B). Also available electronically on the Internet at: [http://www1.va.gov/oamm/recycle/ea\\_GreenPurchasing.cfm](http://www1.va.gov/oamm/recycle/ea_GreenPurchasing.cfm) and on the Intranet at

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<sup>1</sup> At a minimum, reviews should include recycled content, biobased content, Energy Star®/energy- and water-efficient products, and environmentally preferable products. The Federal Green Purchasing Program also includes alternate fuel vehicles and alternate fuels; alternatives to hazardous or toxic chemicals, including non-ozone depleting substances; and products containing alternatives to certain priority chemicals.

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[http://vaww1.va.gov/oamm/recycle/ea\\_GreenPurchasing.cfm](http://vaww1.va.gov/oamm/recycle/ea_GreenPurchasing.cfm).

c. Compliance and Processing Tracking System (CP-Track). **NOTE:** Access to CP-Track is available to GEMS Coordinators. Others seeking access to this tool should contact Robert Matthes, VHA National GEMS Program Manager, at 314-543-6732 or [robert.matthes@va.gov](mailto:robert.matthes@va.gov).

9. The Office of Acquisition and Materiel Management recognizes the importance of purchasing green products and services toward achieving a healthy and sustainable environment. Questions regarding the environmental policy may be directed to Barbara Matos, Environmental Program Manager, at 202-273-6121 or via e-mail at [barbara.matos@va.gov](mailto:barbara.matos@va.gov). Questions regarding contracting may be directed to Barbara Latvanas, Chief, Acquisition Policy Division, at 202-273-7808 or via e-mail at [barbara.latvanas@va.gov](mailto:barbara.latvanas@va.gov).



Charles E. Roberson

Attachments

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